

# EPICS

*Employee Performance Communication System*

National Aeronautics and  
Space Administration



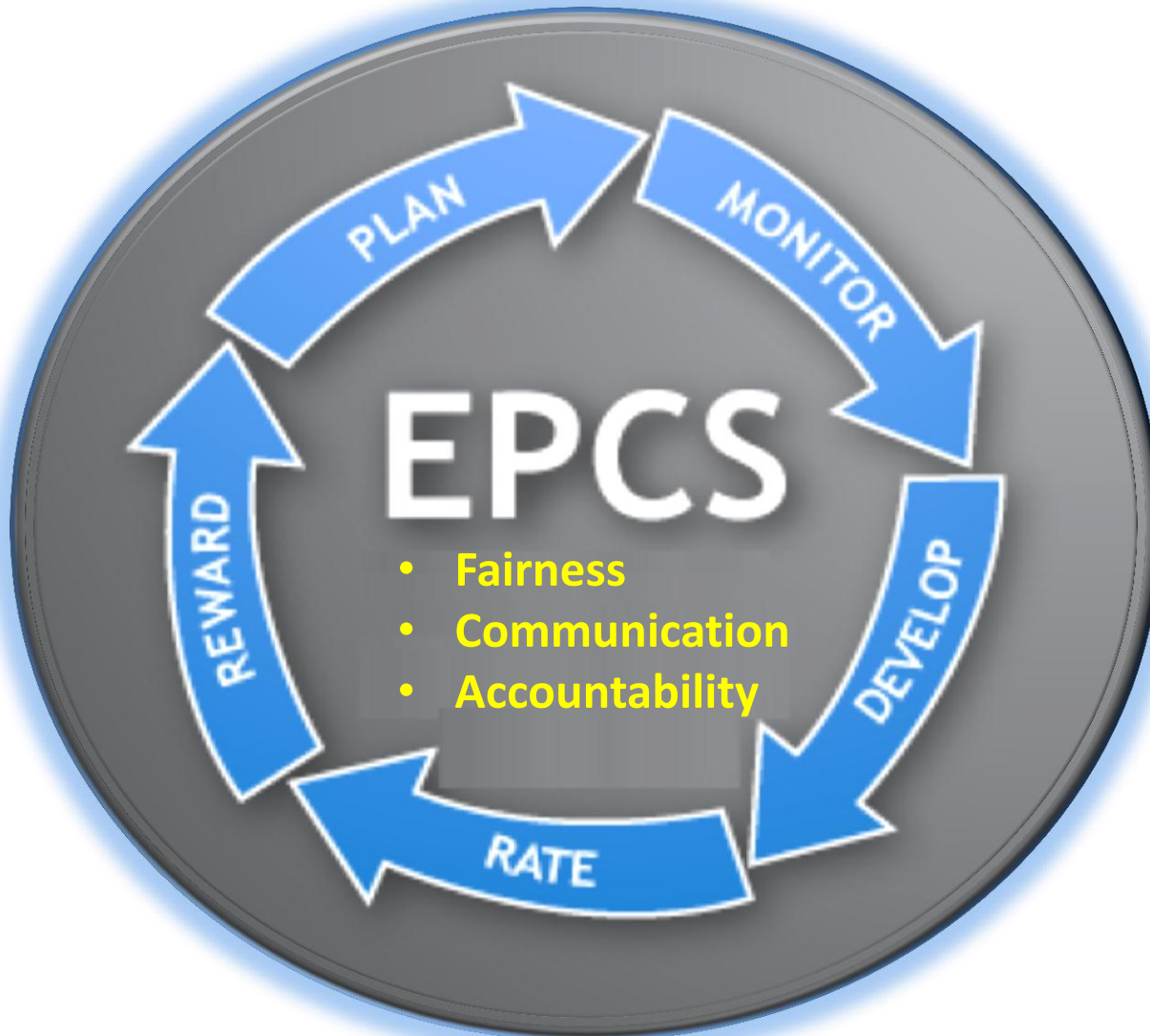
# Performance Management and SPACE - Employees

May 2013

# Training Objectives

- Introductions
- Learn about changes to NASA's Employee Performance Communication System (EPCS) – 2013 and 2014
- Review some Best Practices for EPCS
- Learn how to use the Standard Performance Appraisal Communication Environment (SPACE)

# Performance Management Lifecycle



## FAIRNESS

- Appropriately specific, objective, and achievable performance expectations
- Performance assessed consistently and fairly, based on established expectations

## COMMUNICATION

- Understand your supervisor's expectations and how well you are meeting them
- Have on-going communications with your supervisor
- Seek common understanding with your supervisor

## ACCOUNTABILITY

- Employees – all of us – are accountable for meeting expectations

Part 1

## **CHANGES TO EPCS**

# Summary of Changes

SPACE Labor/Management  
MOA signed on 4/18/13

	Start 2012-13	End 2012-13	2013-14 SPACE
<b>Establishing Elements</b>	Supervisor writes	No change	Element library or supervisor can write elements
<b>Individual Element Ratings</b>	Elements rated on 5 levels	No change	Elements rated on 3 levels - L5: Substantively Exceeds Expect. - L3: Meets Expectations - L1: Fails to meet Expectations
<b>Final Ratings</b>  <b>Example</b>	Lowest element rating drives the summary rating	Calculate average of 3, 4, and 5 element ratings: - 5.0 = Distinguished - 4.0-4.999 = Accomplished - 3.0-3.999 = Fully Successful - 2 on element = Needs Impr. - 1 on element = Unacceptable	Calculate average of 3 and 5 element ratings: - 5.0 = Distinguished - 4.0-4.999 = Accomplished - 3.0-3.999 = Fully Successful - 1 on element = Unacceptable  Level 2 <b>eliminated</b> from final ratings
	Element ratings = 5, 4, 3 Final rating = 3	Element ratings = 5, 4, 3 Final rating = 4	Element ratings = 5, 5, 3 Final rating = 4

## Part 2

# **STANDARD PERFORMANCE APPRAISAL COMMUNICATION ENVIRONMENT (SPACE)**

## System Access

- **Employee (GS-level )** – Review, provide comments, sign performance plan and reviews; note accomplishments; request progress reviews
- **Rating Official (employee's immediate supervisor)** – Create/modify/sign performance plans; view employee accomplishments in system as designated by the employee; create notes; conduct final ratings
- **Reviewing Official (rating official's supervisor)** – Review final ratings; signs off on review

**No Contractor Access To SPACE**



# SPACE Access

Access SPACE via the Human Resources (HR) Portal: <https://hr.nasa.gov>

- Log in using NDC credentials
- Inside NASA firewall or VPN for remote access
- Time out after 20 minutes of no activity

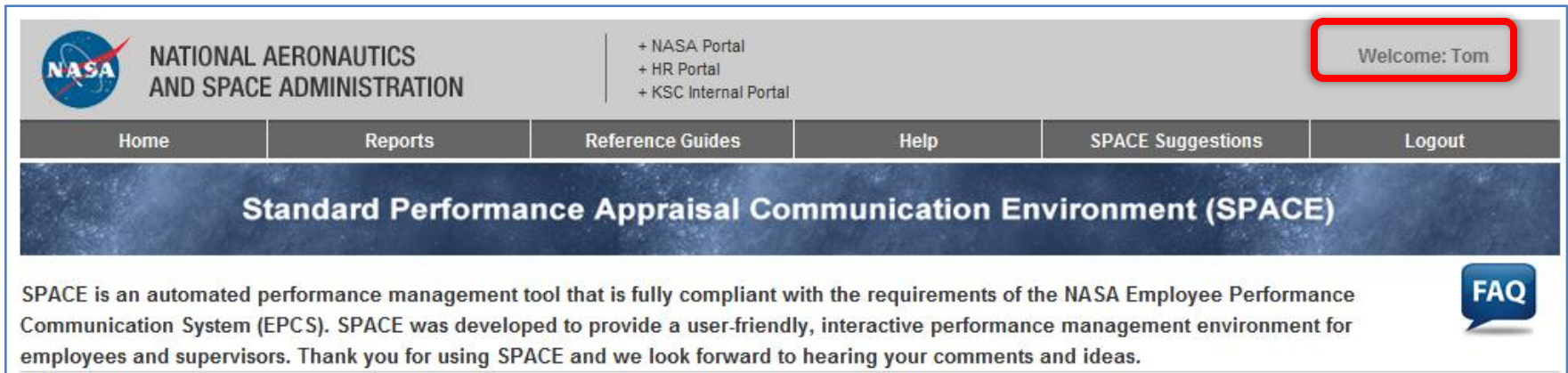
The screenshot displays the NASA Human Resources Portal. At the top, the NASA logo is on the left, and the text 'HR Human Resources Portal' is in the center. To the right of the header are links for 'My Custom Pages', 'NASA Center', and 'Password Manager'. Below the header is a search bar with the placeholder text 'Enter Search Terms Here' and buttons for 'Search' and 'Advanced'. A navigation menu below the search bar includes links for 'Home', 'Employees', 'Supervisors & Leaders', 'Human Resources', 'Workforce Planners', 'Business Support', 'My Workspace', and 'Dashboards & Reports'. The main content area features a large banner titled 'Message from the Administrator: Preparing Our Workforce for the Future' with a sub-header 'At NASA, we are dedicated to innovation, bold ideas, and excellence. These values are just as important in day-to-day operations as they are in launching rockets and building spacecraft. We have achieved so much in the past few years, and that would not have been possible without your hard work, creativity, and expertise. You are essential to NASA.' Below the banner is a link to 'Read the entire message here.' and a row of buttons for 'BPTW Blog', 'Flexibilities', 'FEVS', 'Thank You', and 'Promotions'. On the left side, there is a 'Human Capital News Sources' section with a dropdown menu for 'Employee Notices' and a list of links including '2013 NASA Policies, Merit System Principles and...', '2013 FEHB General Information Notice', '2013 Pay Comparability Adjustment Notice', 'General FEGLI/NEBA Insurance Information', 'Federal Long Term Care Insurance Webinars', and 'TSP free iPhone App Warning'. On the right side, there is a 'Systems Launcher' sidebar with a list of tools: 'Common Tools', 'WebTADS', 'SATERN', 'eOPF', 'Employee Express', 'Employee Express (PIV)', 'FedTraveler', 'NEPS', and 'SPACE'. The 'SPACE' link is highlighted with a red rectangular box.



## SPACE

- SPACE is a **TOOL** that automates EPCS

- Same EPCS policies & procedures
- Does not replace EPCS, but automates it



- Developed by Kennedy Space Center
- All NASA Centers are using it beginning 2013 – 2014

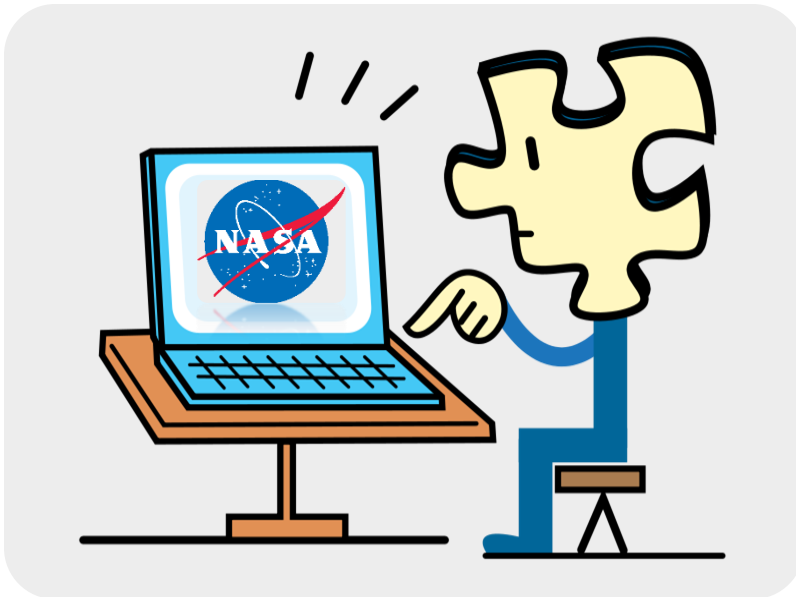
SPACE "Goes Live" - May 6, 2013



Employee performance appraisals  
**must be in place by July 31, 2013.**

# Performance Plan: Getting Started

**Supervisor initiates performance plan in SPACE**



## **A PERFORMANCE PLAN:**

- Documents an employee's assigned responsibilities and how performance will be measured
- Should be developed by supervisor and employee together
- Must be provided to and discussed with employee
- Is established within first 30 days of appraisal period, then updated as needed
- Government regulations and NASA's EPCS policy require that employees have the opportunity to provide input into their performance plans

**SPACE emails employee advising of the need to review the plan**

## Performance Plan in SPACE

Click the **Plan Summary** tab (if not already selected)

Click **Start**

Review the Critical Element and the related performance standards and indicators

The screenshot shows the 'Performance Plan' interface in the SPACE system. A red box highlights the 'Select Performance Year' dropdown menu, which is set to '2014 (05/01/2013 - 04/30/2014)'. Another red box highlights the 'Plan Summary' tab in the navigation bar, which is the first of five tabs: 'Plan Summary', 'Track Accomplishments', 'Progress Review(s)', 'Final Rating', and 'Historical Plans'. A third red box highlights the header area containing the 'Rating Official: David Ledoux (B4)' and 'Reviewing Official: Lesa Roe (A)'. The main content area displays a welcome message and a list of components to be reviewed: 'Critical Element(s)' and 'Performance Standards and Indicators'. A final red box highlights the green 'Start' button in the bottom right corner.

Select Performance Year: 2014 (05/01/2013 - 04/30/2014) ▼

Plan Summary | Track Accomplishments | Progress Review(s) | Final Rating | Historical Plans

Rating Official: **David Ledoux (B4)** | Reviewing Official: **Lesa Roe (A)**

Welcome to your draft performance plan, created by your Rating Official. On the next pages, you will have the opportunity to review and/or provide feedback on the following components of the draft performance plan:

- Critical Element(s)
- Performance Standards and Indicators

When you have finished reviewing, indicate your response to each element then click the notify supervisor button.

**Start**

# Review and Certify Plan in SPACE

**Review** each Critical Element and the related performance standards and indicators

## Critical Element

- Reflect the most important work for which you are responsible
- Critical: work is of such importance that failure to meet standards = Unacceptable rating
- At least one element must show alignment to Agency/Center/Org goals/objectives
- **All elements are critical; minimum of 2**

## Performance Standard: Written at Level 3

Describes the way an employee must perform to **meet expectations** for the element; measureable and focused on results

## Performance Indicator: Written at Level 5

Reflects examples of the types of performance that **substantively exceed standards**

Critical Element		
Click to Expand <input checked="" type="checkbox"/>	Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.	Strategic Alignment
	<u>Strategic Alignment</u> Goal 1	
Employee Comment:		
5	<p>Communications and Collaboration/Teamwork</p> <ul style="list-style-type: none"> <li>• Establishes trusting working relationships in contentious situations</li> <li>• Effectively builds consensus and inspires team members/colleagues toward goal accomplishments</li> <li>• Develops leadership in others through coaching, mentoring, guiding and recognizing</li> <li>• Makes maximum use of the diverse talents of team members</li> <li>• Consistently works effectively in diverse, cross-organizational, and uncertain environments</li> <li>• Facilitates effective adaptation to controversial or difficult changes within the organization</li> <li>• Shares best practices and lessons learned with colleagues and stakeholders</li> </ul> <p>Results Driven</p> <ul style="list-style-type: none"> <li>• Accomplishments/results that far exceeded the norm</li> <li>• Produces results that are exceptionally accurate and precise</li> <li>• Delivers work products that are superior/breakthrough in critical mission areas</li> </ul>	
Employee Comment:		
<p><b>Employee Review</b></p> <p><input type="radio"/> I have reviewed the above Critical Element and the related performance standards and indicators - I have no comments.</p> <p><input type="radio"/> I have reviewed and would like to provide comments about the above Critical Element and the related performance standards and indicators.</p>		
<p>View/Print Full Plan   Cancel   Save and Continue</p>		

# Review and Certify Plan in SPACE

**Record** your review using one of two options:

1. No comments
2. Provide comments - Enter your comments in the **comments** text field
3. Click **Save and Continue**

**(Repeat for Each Element)**

Employee review of the performance plan is mandatory in SPACE

3	<p>Meets Expectations Performance Standards</p> <p><b>PERFORMANCE STANDARDS:</b> The following standards may apply to all employees. Supervisors may establish customized standards for each element, recording them in the text field below:</p> <ul style="list-style-type: none"> <li>• Completes work as instructed, in accordance with prescribed guidelines and timeframes</li> <li>• Actively participates in meetings and projects</li> <li>• Is a team player</li> <li>• Communicates effectively with superiors, peers subordinates and customers</li> <li>• May exceed some performance requirements but not enough to meet the Accomplished level</li> </ul>
1	<p>Fails to Meet Expectations Performance Indicators (optional)</p> <p>Performance below that expected for Level 3</p>

Employee Comment:

**Employee Review**

☐ I have reviewed the above Critical Element and the related performance standards and indicators - I have no comments.

☐ I have reviewed and would like to provide comments about the above Critical Element and the related performance standards and indicators.

Indicate any comments to the above critical element in the space provided below and press save.

**There are no character limits within the text fields.**

# Review and Certify Plan in SPACE

**After Reviewing and Saving Each Critical Element:**

View snapshot of the Critical Elements

Click **Notify Supervisor**

**Employee response to critical elements has been saved.**

Select Performance Year: 2014 (05/01/2013 - 04/30/2014) ▼

Plan Summary

Track Accomplishments

Progress Review(s)

Final Rating

Historical Plans

Rating Official: **David Ledoux (B4)**      Reviewing Official: **Lesa Roe (A)**

	Critical Element	Requirement	Reviewed By Employee
<div>View</div>	1. Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.	Strategic Alignment	<input checked="" type="checkbox"/>
<div>View</div>	2. Performs position evaluations in order to determine appropriate classification of positions into pay systems, occupational groupings, titles and grades.		<input checked="" type="checkbox"/>

Position Description

View/Print Full Plan

Notify Supervisor

# Review and Certify Plan in SPACE

**NOTE:** Employee has option to Recall Notification

Email notifying your Rating Official that you have reviewed your Performance Plan has been sent.

Select Performance Year: 2014 (05/01/2013 - 04/30/2014) ▼

Plan Summary

Track  
Accomplishments

Progress Review(s)

Final Rating

Historical Plans

Rating Official: **David Ledoux (B4)**

Reviewing Official: **Lesa Roe (A)**

Reviewed  
By  
Employee

Critical Element

Requirement



1. Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.

Strategic  
Alignment

2. Performs position evaluations in order to determine appropriate classification of positions into pay systems, occupational groupings, titles and grades.



Position Description

View/Print Full Plan

Recall Notification



# Review and Certify Plan in SPACE



**SUPERVISOR AND EMPLOYEE  
HAVE FACE-TO-FACE MEETING.  
SCHEDULED OUTSIDE OF SPACE.**



## PERFORMANCE PLAN DISCUSSION

- While reviewing your draft plan, identify questions/concerns/ feedback for discussion
- Seek common understanding of performance expectations, even if ultimately you do not agree with everything in the plan
- Discuss:
  - Critical elements, performance standards, and indicators
  - Any questions or concerns you have, or clarifications that you need
  - Relationship of performance expectations to organization/Center/Agency goals
  - Training and development needs and opportunities
- Work with supervisor to make appropriate modifications to plan
- Rating Officials make final decision on plan content

# Signing Performance Plan in SPACE

**After Employee and Supervisor Have Face-to-Face Discussion, Log into SPACE:**

- Click the **Plan Summary** tab (if not already selected)
- As needed, click **View** next to each Critical Element to view the Critical Element and the related performance standards and indicators

	Plan Summary	Track Accomplishments	Progress Review(s)	Final Rating	Historical Plans
Rating Official: <b>David Ledoux (B4)</b> Reviewing Official: <b>Lesa Roe (A)</b>					
					<b>Reviewed By Employee</b>
<b>Critical Element</b>					
 1. Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.				Strategic Alignment	<input checked="" type="checkbox"/>
 2. Performs position evaluations in order to determine appropriate classification of positions into pay systems, occupational groupings, titles and grades					<input checked="" type="checkbox"/>

**Critical Element**

Click to Expand ☒ Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance. Strategic Alignment

Strategic Alignment  
Goal 1

Employee Comment:

☒ I have reviewed the above Critical Element and the related performance standards and indicators - I have no comments.

# Signing Performance Plan in SPACE



Click **Employee Signature**




Click **Confirm**

Plan Summary | Track Accomplishments | Progress Review(s) | Final Rating | Historical Plans

Rating Official: **David Ledoux (B4)**      Reviewing Official: **Lesa Roe (A)**



Reviewed By

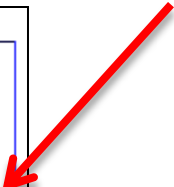
	Critical Element	Requirement	Employee
	1. Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.	Strategic Alignment	<input checked="" type="checkbox"/>
	2. Performs position evaluations in order to determine appropriate classification of positions into pay systems, occupational groupings, titles and grades.		<input checked="" type="checkbox"/>

**Employee Signature**

By clicking the confirmation button located below, I certify that I am Nicole Smith (B4) and that my Rating Official provided my Performance Plan for performance year 2014 to me, and conducted a discussion with me regarding the critical elements and performance standards/indicators therein.



# Complete & Certify Plan in SPACE - Employee

Employee has successfully signed his/her Performance Plan.

Select Performance Year: 2014 (05/01/2013 - 04/30/2014) ▼

Plan Summary

Track  
Accomplishments





Progress Review(s)

Final Rating

Historical Plans

Rating Official: **David Ledoux (B4)**

Reviewing Official: **Lesa Roe (A)**  
Reviewed  
By  
Employee

	Critical Element	Requirement	
	1. Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.	Strategic Alignment	
	2. Performs position evaluations in order to determine appropriate classification of positions into pay systems, occupational groupings, titles and grades.		

Position Description

View/Print Full Plan

**NOTE:** Supervisor will receive an email and note in SPACE that employee has signed plan. At this point, supervisor will enter SPACE and sign plan. Employee Performance Plan is now complete.

# Employee-Requested Progress Reviews in SPACE

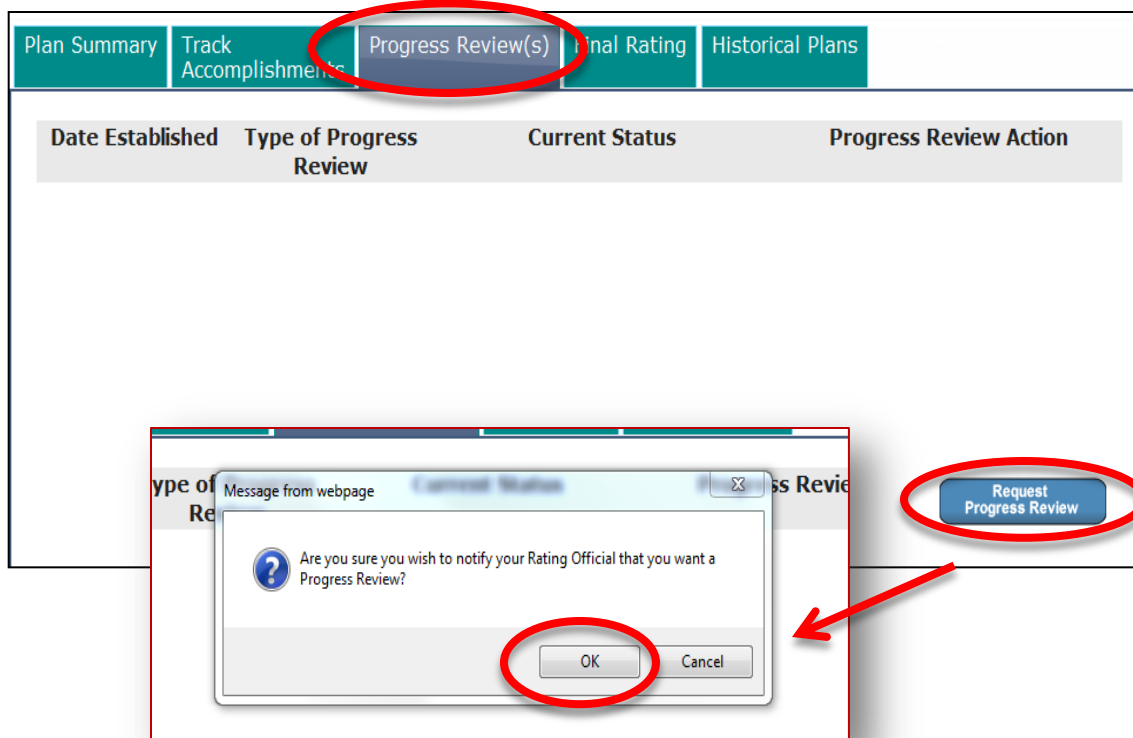
(Optional)

Click the **Progress Review(s)** tab

Click **Request Progress Review**

Click **OK** on the popup window

You will be copied on the e-mail sent to your Rating Official requesting a progress review



**MONITORING PERFORMANCE is the responsibility of the supervisor and the employee**

**Monitoring performance includes:**

- On-going communication
- Tracking progress
- Progress reviews, including midpoint
- Re-evaluating expectations if employee's responsibilities change
- Addressing performance problems

# Complete Employee-Requested Progress Review



BEFORE PROCEEDING TO THE NEXT STEP, THE EMPLOYEE AND SUPERVISOR SHOULD HAVE A FACE-TO-FACE DISCUSSION. SUPERVISOR SHOULD SCHEDULE MEETING OUTSIDE OF SPACE.

Employee will receive an email notification that a progress review was conducted and is ready for sign-off

Click the **Progress Review(s)** tab

Click **View/Sign Progress Review**

Plan Summary	Track Accomplishments	Progress Review(s) (Waiting Signature: 1)	Final Rating	Historical Plans
Date Established	Type of Progress Review	Current Status	Progress Review Action	
03/13/2013	General	Progress Review Completed. Waiting for Employee Signature	View/Sign Progress Review	

# Midterm Progress Reviews in SPACE

(Mandatory)

**You are encouraged to provide self-assessments at midpoint review and final rating time**

*Self-assessments should encompass more than accomplishments:*

- Did you accomplish what you were required to? More? Less?
- Assess your performance against your standards and address how you believe that you have met, substantially exceeded, or not met them

After you and your supervisor have had a midterm progress review discussion, both your supervisor and you sign to document completion of the review. You receive an email notification that the review is ready for sign-off

Click **Progress Reviews Tab**

Click **View/Sign Progress Review**

Plan Summary	Track Accomplishments	Progress Review(s) (Waiting Signature: 1)	Final Rating	Historical Plans
Date Established	Type of Progress Review	Current Status	Progress Review Action	
03/13/2013	General	Progress Review Completed. Waiting for Employee Signature	View/Sign Progress Review	



# Midterm Progress Review in SPACE

Review **Comments/Narrative**  
Click **Employee Signature**  
Click **Confirm**

**Progress Review**

Element 1: Click to Expand ✓	Assists managers and supervisors in planning, monitoring, developing, rating, and rewarding employee performance.  <u>Strategic Alignment</u> Goal 1	Strategic Alignment
Employee Comment:		

Element 2: Click to Expand ✓	Performs position evaluations in order to determine appropriate classification of positions into pay systems, occupational groupings, titles and grades.	
Employee Comment:		

**Progress Review Narrative Summary**

Overall, employee is doing a nice job; meeting expectations.

## Employee Signature

A minimum of one progress review must be conducted during the appraisal period, generally midpoint in the period. If performance requirements have changed, the plan should be modified accordingly.

A progress review and meeting has been conducted by the Rating Official with the employee.

By clicking the confirmation button located below, I certify that I am Nicole Smith (B4) and that my Rating Official conducted a progress review with me.

Cancel

Confirm

Print to PDF

Previous Page

Employee Signature

# Midterm Progress Review in SPACE

**NOTE:** Employee receives confirmation that he/she has successfully signed Midterm Review.

Employee has successfully signed his/her Progress Review.

Select Performance Year: 2014 (05/01/2013 - 04/30/2014) ▼

Plan Summary

Track  
Accomplishments

Progress Review(s)

Final Rating

Historical Plans

Date Established	Type of Progress Review	Current Status	Progress Review Action
05/15/2013	Midpoint	Progress Review Completed	<a href="#">View Progress Review</a>

[Request  
Progress Review](#)

# Tracking Your Performance in SPACE

Click the **Track Accomplishments** tab

Click **Add Accomplishment**

Type in your progress notes

The screenshot shows the SPACE interface with the 'Track Accomplishments' tab selected. Below the tabs, there is a table with the following headers: 'Date Created', 'Critical Element Accomplishment Applied To', 'Accomplishment', and 'Viewable By Supervisor'. A red circle highlights the 'Track Accomplishments' tab. Another red circle highlights the 'Add Accomplishment' button at the bottom of the table.

## Why track your progress?

- Strengthens your participation in two-way communication
- Supports preparation of self-assessments

## Good progress notes:

- Are detailed and specific
- Are associated with elements and related to standards / indicators

## Track a new Accomplishment for Performance Year 2014

Create a note to remind you of your accomplishments during the performance year. These notes are only visible to you unless you check 'Viewable by Rating Official'. You can also associate an accomplishment to one or more Critical Elements by clicking the check box next to the Critical Element title.

Accomplishment:

Please Note: When pasting from Microsoft Word, use the "Paste From Word" icon below the editor

**There are no character limits within text fields.**



Viewable by Rating Official: ☐



**SPACE AUTOMATES EPCS: CLOSE OUT  
UNDER CONSTRUCTION DUE TO AGENCY'S  
SYSTEM CONFIGURATION.**

## **SPACE AUTOMATES EPCS: OTHER SPACE FEATURES**

# SPACE REFERENCE GUIDES FEATURE



NATIONAL AERONAUTICS  
AND SPACE ADMINISTRATION

+ NASA Portal  
+ HR Portal

Welcome: Karen

Home

Reports

Reference Guides

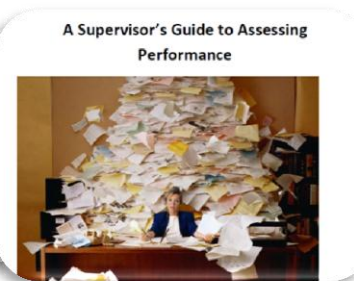
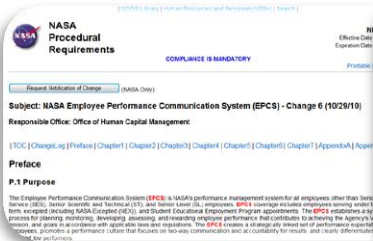
Help

Logout

## Standard Performance Appraisal Communication Environment (SPACE)

### SPACE Reference Material

- NASA Strategic Plan
- NASA Employee Performance Communication System (NPR 3430.1C)
- A Supervisor's Guide to Assessing Performance
- Reconsiderations: Appraisal Disagreements Guide for Supervisors
- Langley's Alignment to NASA Strategic Goals
- Uniformed Services Employment and Reemployment Rights Act (USERRA) and Performance Appraisal
- To access additional SPACE information, please visit the Langley OHCM website



# SPACE **HELP** FEATURE

[Home](#)[Reports](#)[Reference Guides](#)[Help](#)[Logout](#)

## Standard Performance Appraisal Communication Environment (SPACE)

### Policy or Performance Plan Questions:

---

If you have questions regarding policy or your performance plan please first contact your supervisor. If questions remain please contact a LARC SPACE representative at 757.864.3350. You may also submit your question(s) via email at [larc-dl-ohcm-space](mailto:larc-dl-ohcm-space). Any employee who submits a question(s) via email will receive a response within two business days.

### General or Technical Questions:

---

Questions related to performance management, policy, and appraisals should be directed to the LARC POCs identified above. If you need technical assistance regarding SPACE, please contact the NASA Shared Services Center (NSSC) Enterprise Service Desk (ESD) at 877-677-2123 or 877-NSSC123.

### Reference Guides:

---

Reference Guides and training material can be found under the Reference Guides tab or by clicking [here](#)

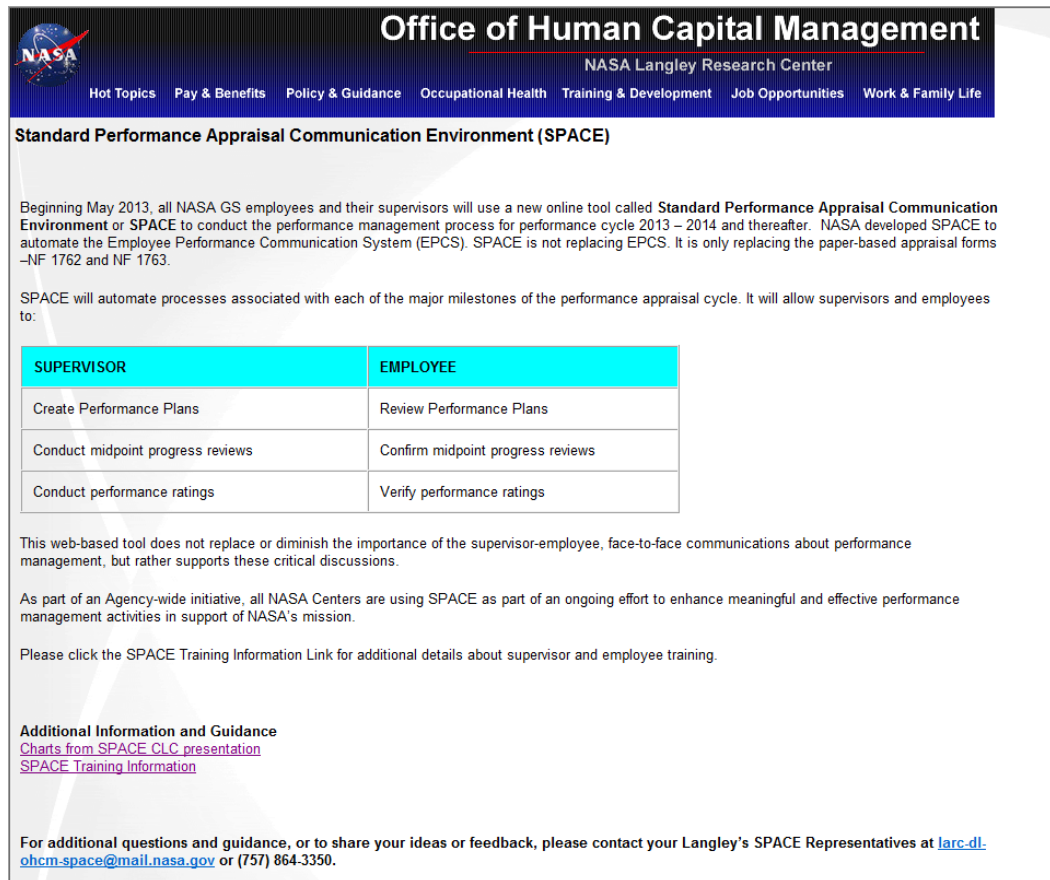


# SPACE CONTACT INFO

SPACE HELP DESK PHONE NUMBER: **x43350**

SPACE EMAIL ADDRESS: [larc-dl-ohcm-space@mail.nasa.gov](mailto:larc-dl-ohcm-space@mail.nasa.gov)

OHCM WEBSITE: <http://ohcm.larc.nasa.gov/policy/space/index.html>



The screenshot shows the NASA Office of Human Capital Management website. The header includes the NASA logo and the title "Office of Human Capital Management" with the subtitle "NASA Langley Research Center". A navigation bar lists various topics: Hot Topics, Pay & Benefits, Policy & Guidance, Occupational Health, Training & Development, Job Opportunities, and Work & Family Life. The main content area is titled "Standard Performance Appraisal Communication Environment (SPACE)". It contains a paragraph explaining that starting in May 2013, NASA GS employees and supervisors will use the SPACE tool for performance management. It also states that SPACE will automate processes associated with the performance appraisal cycle. Below this text is a table comparing supervisor and employee tasks. At the bottom, there is additional information and guidance, including links to charts from a SPACE CLC presentation and SPACE Training Information. A footer note provides contact information for questions and feedback.

**Office of Human Capital Management**  
NASA Langley Research Center

Hot Topics Pay & Benefits Policy & Guidance Occupational Health Training & Development Job Opportunities Work & Family Life

### Standard Performance Appraisal Communication Environment (SPACE)

Beginning May 2013, all NASA GS employees and their supervisors will use a new online tool called **Standard Performance Appraisal Communication Environment** or **SPACE** to conduct the performance management process for performance cycle 2013 – 2014 and thereafter. NASA developed SPACE to automate the Employee Performance Communication System (EPCS). SPACE is not replacing EPCS. It is only replacing the paper-based appraisal forms –NF 1762 and NF 1763.

SPACE will automate processes associated with each of the major milestones of the performance appraisal cycle. It will allow supervisors and employees to:

SUPERVISOR	EMPLOYEE
Create Performance Plans	Review Performance Plans
Conduct midpoint progress reviews	Confirm midpoint progress reviews
Conduct performance ratings	Verify performance ratings

This web-based tool does not replace or diminish the importance of the supervisor-employee, face-to-face communications about performance management, but rather supports these critical discussions.

As part of an Agency-wide initiative, all NASA Centers are using SPACE as part of an ongoing effort to enhance meaningful and effective performance management activities in support of NASA's mission.

Please click the SPACE Training Information Link for additional details about supervisor and employee training.

**Additional Information and Guidance**  
[Charts from SPACE CLC presentation](#)  
[SPACE Training Information](#)

For additional questions and guidance, or to share your ideas or feedback, please contact your Langley's SPACE Representatives at [larc-dl-ohcm-space@mail.nasa.gov](mailto:larc-dl-ohcm-space@mail.nasa.gov) or (757) 864-3350.

# SPACE TRAINING TIMELINE

## • EMPLOYEE TRAINING DATES, TIMES, LOCATIONS

May 17, 2013	10:00 – 11:00 AM	Pearl Young Theater, Bldg 1202
May 20, 2013	2:00 – 3:00 PM	Pearl Young Theater, Bldg 1202
May 29, 2013	1:00 – 2:00 PM	Pearl Young Theater, Bldg 1202
<b>June , 2013</b>	<b>TBD</b>	
<b>June , 2013</b>	<b>TBD</b>	

## • LIVE LAB DATES, TIMES, LOCATIONS

June 3	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
June 10	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
June 17	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
June 20	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
June 25	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
June 27	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
July 2 and 4	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
July 9 and 11	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
July 16 and 18	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
July 23 and 25	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206
July 30	1:00 – 4:00 PM	BLDG. 1194	Computer Lab/Room 206

## **BACK-UP INFORMATION**

## **2013 – 2014 Changes to EPCS**

- Individual performance elements under EPCS will be rated at one of only three levels:
  - Substantively Exceeds Expectations (Level 5)
  - Meets Expectations (Level 3)
  - Fails to Meet Expectations (Level 1)
- Exceeds Expectations: “Performance that consistently exceeds the performance standards to a substantial degree for the element”
- Needs Improvement (Level 2) is eliminated – performance below Level 3 is “Fails to Meet” and requires corrective action

## **2013 – 2014 Changes to EPCS (cont.)**

- Summary ratings will be determined by calculating the average of 3 and 5 element ratings with the following thresholds:
  - 5.0 = Distinguished (Level 5) summary rating
  - 4.X = Accomplished (Level 4) summary rating
  - 3.X = Fully Successful (Level 3) summary rating
  - If any element is rated 1, the summary rating is Unacceptable (Level 1)

# Employee

- Review, provide comments on, and sign Performance Plans
- Review and sign midpoint and other Progress Reviews, as well as Final Ratings
- Request Progress Reviews
- Request reconsideration of Final Rating
- Can use SPACE to track accomplishments throughout the year
  - Employees elect to make accomplishments visible to supervisor
- Summarize Accomplishments in self-assessments for midpoint Progress Review and Final Ratings

## Rating Official

- Create/modify/sign/delete Performance Plans\*
- Create a new version of an existing Performance Plan
- Create/modify/sign/delete Progress Reviews\*
- View employee's Accomplishments (which employee made available to supervisor) and self-assessments
- Create notes on their employees' performance
- Conduct final ratings: rate each Element and write narrative summary

\*Once the performance plan is signed, changes will result in a new version of the plan. The new version will go to the employee for signature.



## Reviewing Official

- Same permissions as Rating Official
  - Can sign Performance Plan, Progress Review, Final Ratings, if Rating Official is not available
- Reviews Final Ratings and signs off on having completed their review

# Email to Employee-Review Performance Plan

## Employee receives a system-generated email

- Provides link to SPACE
- Provides instruction
- Explains next steps

Subject: EPCS: DRAFT PERFORMANCE PLAN READY FOR YOUR REVIEW

Dear [Employee Name] (Org Code)

Your Rating Official has created a draft performance plan for you in accordance with the provisions of NASA's Employee Performance Communications System (EPCS), using the automated system Standard Performance Appraisal Communication Environment (SPACE).

Please click on the following link to review your performance plan in [SPACE](#). You will be asked to review each critical element and the related performance expectations, and you will have an opportunity to provide comments.

Beginning in the 2013-14 appraisal cycle, employees' critical elements under EPCS will be rated at one of three levels:

- Substantively Exceeds Expectations (Level 5) – Performance that consistently exceeds the performance standards to a substantial degree for the element
- Meets Expectations (Level 3) – Performance that fully and consistently meets the performance standards identified for the element
- Fails to Meet Expectations (Level 1) – Performance that fails to meet the established performance standards for the element

For each critical element, your plan includes standards, expressing performance at the Meets level (Level 3); and indicators, examples and information reflecting the types of work consistent with the Substantively Exceeds level (Level 5).

After you have completed your review, please press the Notify Supervisor button. This will send an email to your Rating Official, who will be responsible for scheduling a performance plan discussion with you.

If at any time during the process you have any questions or experience any problems, please contact your Human Resources representative.

## On-Going Communication

- Be an active participant in performance-related communication with your supervisor
  - Keep your supervisor informed about your work
  - Take advantage of opportunities to provide input
  - Encourage and remain open to constructive feedback
  - Listen and ask questions to facilitate understanding about your supervisor's expectations and your progress
  - Request assistance and support when needed
- Relate communications to critical elements and standards/indicators
- Remember the definitions of the element ratings:
  - **Meets:** Performance that fully and consistently meets the performance standards
  - **Substantively Exceeds:** Performance that consistently exceeds the performance standards to a substantial degree